

UNCLASSIFIED

22 September 1989

MEMORANDUM FOR:

Information Services Division  
Management Services Group  
Office of Information Technology, DA

FROM:

Chief, Configuration Status Accounting Specialist  
Development Services Group  
Office of Information Technology, DA

SUBJECT:

Computer Applications Request/Actions  
(Form 930)

1. We have received your Computer Application Request/Action (Form 930) on 22 September, dated 14 September 1989. We have assigned your request the following number for tracking purposes: FY 89/231.

2. Your 930 request has been forwarded to DSD for action. Please direct any questions to

Attachments: Form 930

cc: ADP Control Officer

SEP 25 9 50 AM '89

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<b>REQUEST FOR CHANGE</b>				CMB USE ONLY	
				1. DATE LOGGED	
				2. RFC NO.	
<b>TO: OIT APPLICATIONS/QUALITY ASSURANCE DIVISION</b>					
3. TYPE		4. OFFICE CODE	5. PROJECT NO.	6. PROJECT NAME	
New Project		XX 28	950	IPS/06	
Replacement System		7. TITLE			8. ORIGINATOR'S NO.
Modification		X Addition of Data Field			0003/89
Discrepancy		10. ORIGINATOR'S MAILING ADDRESS			11. PRIORITY
Other (Specify)		OIT/MSG/ISD			1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>
		1107 Ames Bldg.			12. DATE NEEDED
13. ORIGINATOR'S NAME (type or print) AND SIGNATURE				14. OFFICE	15. EXTENSION
				ISD	16. PREPARATION DATE
					9/14/89
17. SERVICES REQUESTED, NEED FOR CHANGE, DESCRIPTION OF CHANGE					
<p>1) Add new field called Actual Destruction Date (ADEST/D). This field would be input on the IPS Retirement Menu. There is no need for this field to transfer to the ARCINS file, but should display when reviewing a listing of a case in IPS.</p> <p>(10 spaces required for standard input of Dates)</p>					
18. IMPACT IF NOT IMPLEMENTED					
<p>Accuracy of the database would be questionable. This date would be relied upon to determine and specify the actual destruction <del>XXXX</del> date of a case. If not provided legal action could be taken.</p>					
19. ADP CONTROL OFFICER'S NAME (type or print) AND SIGNATURE			20. OFFICE	21. EXTENSION	22. DATE
			ISD		14 September 1989
23. AUTHORIZING SIGNATURE			24. EXTENSION	25. DATE	
				15 Sept 1989	
26. ACKNOWLEDGED BY:		27. EXTENSION	28. DATE		ILLEGIBLE
31. COMMENTS		32. DATE			

**INSTRUCTIONS FOR COMPLETING THE REQUEST FOR CHANGE FORM**

1. For CMB use only: Date when RFC is logged by CMB.
2. For CMB use only: Unique identifier assigned by CMB.
3. Check the type appropriate to the action requested, Information Center requests should check other.
4. Office Code of originator (first two digits of Prism Number).
5. Project Number, unless the RFC requests a new project.
6. Project Name, unless the RFC requests a new project.
7. Provide a short descriptive title of the RFC.
8. If the originator uses an internal control number it should be entered here.
9. List any known related RFCs.
10. Originator's Mailing Address.
11. Check the desired priority:
  1. Stop all present work
  2. Top of work queue
  3. Routine.
12. Date the originator needs installation of the RFC.
13. Signature and name of the originator.
14. Office of the originator.
15. Telephone extension of the originator.
16. Preparation date of the RFC.
17. Describe the services requested, need and description of the new or modified capability. If a new project, RFC originator must include an acronym and title.
18. Provide a statement detailing the impact if the RFC is not implemented.
19. Signature and name of the ADP Control Officer.
20. Office of the ADP Control Officer.
21. Telephone extension of the ADP Control Officer.
22. Date the ADP Control Officer approves the RFC for submittal to QAD.
23. Authorizing signature from Applications.
24. Telephone extension of authorizing person.
25. Date RFC approved.
26. Signature of the Chief/Deputy Chief/Designee of QAD acknowledging receipt of the RFC.
27. Telephone extension of QAD official acknowledging receipt of the RFC.
28. Comments, if any.
29. Date acknowledged.
30. Signature of C/CMB when closing out RFC.
31. Telephone extension of C/CMB.
32. C/CMB enters any comments on the final disposition of the RFC.
33. Date entered by C/CMB when closing out RFC.